

SOUTH JERSEY SKI CLUB (SJSC)

Operations Manual

I. CLUB LIABILITY

A. Indemnification

1. The Club shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Club) by reason of the fact that he or she is or was an officer or agent of the Club, or is or was serving at the request of the Club as officer or agent of the Club against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually or reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith or in a manner he or she reasonably believed to be in or not opposed to the best interests of the Club, and with respect to any criminal action or proceeding had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Club and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

2. The Club shall indemnify any person who was or is a party or is threatened to be made Party to any threatened, pending or completed action or suit by or in the right of the Club to procure a judgment in its favor by reason of the fact that he or she is or was an officer or agent of the Club, or is or was serving at the request of the Club as an officer or agent against expenses (including attorneys' fees) actually and reasonably incurred by him or her in conjunction with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Club and except that no indemnification shall be made in respect of any claim, issue or matter, as to which such persons shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Club unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.

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3. Any indemnification under (1) or (2) above (unless ordered by a court) shall be made by the Club only as authorized in the specific case upon a determination that indemnification of the officer or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in (1) or (2). Such determination shall be made:

a) By the Board of Directors by a majority vote of a quorum consisting of officers who were not parties to such action, suit or proceeding, or

b) If such quorum is unobtainable, or even if obtainable, a quorum of disinterested officers so directs, by independent legal counsel in a written opinion.

4. Expenses (including attorneys' fees) incurred in defending a civil or criminal action, suit or proceeding may be paid by the Club in advance of the final disposition of such action, suit or proceeding as authorized in the manner provided in (3) above upon receipt of an undertaking by or on behalf of the trustees, officers or agent to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Club as authorized in this section.

5. The indemnification provided in this section shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any agreement, vote of members or disinterested officers or otherwise, both as to action in his or her official capacity and to action in another capacity while holding office, and shall continue as to a person who has ceased to be an officer or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

6. The Club shall have the power to purchase and maintain insurance on behalf of any person who is or was an officer or agent of the Club or is or was serving at the request of the Club as an officer or agent against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of the status as such, whether or not the Club would have the power to indemnify him or her against such liability under the provisions of this section.

II. BOARD OF DIRECTORS

A. Members of the Board of Directors shall be entitled to reimbursement for un-itemized expenses incurred in the performance of their duties above and beyond normal documented expenses.

B. The expenses are payable twice a year by check.

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1. The Board members shall attend two-thirds of the Board and general membership meetings to qualify for payment.
2. The Board may waive this requirement based on extenuating circumstances.

C. The monthly reimbursement for un-itemized expenses shall be paid as follows:

1.	President	\$25.00
2.	Ski Director	\$20.00
3.	Social Director	\$20.00
4.	Treasurer	\$20.00
5.	Secretary	\$15.00
6.	Membership Director	\$15.00
7.	Technology Director	\$15.00
8.	Assistant Ski Director	\$10.00
9.	Assistant Social Director	\$10.00
10.	Assistant Treasurer	\$10.00
11.	Assistant Membership Director	\$10.00
12.	Digital Communications Director	\$10.00
13.	Publicity Director	\$10.00
14.	Ex Officio	\$10.00
15.	Vice President	\$10.00

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D. After each year of completed board service, the President, Ski Director, Social Director, Treasurer, Secretary, Membership Director, Technology Director and Digital Communications Director will be given a \$250.00 SJSC credit issued by the Treasurer.

1. Credits can be used toward any SJSC trip or event (ski or social) costing \$250.00 or more.
2. Credits must be used during the fiscal year (May 1 through April 30) following Board service. The Board of Directors may approve an exception to this timeframe.
3. Subject to the approval of the Board of Directors, a member of the Board may cancel from a Club event without payment of the cancellation fee.

a. This provision does not apply to expenses directly incurred by the Club as a result of the Board member's cancellation.

E. All changes to this reimbursement or credit shall take effect in the following fiscal year.

F. Familiarization trips provided by prospective vendors will be offered as follows.

(Definition: Familiarization or Fam. trip is a trip offered by a vendor to the club. The trip may not be free but will be at a reduced cost to the individual willing to go and will be paid by that member. It requires the member to visit various hotel, condo and restaurant venues to experience their services. The member is required to report on the area/amenities to the Ski/Social Committee.)

1. The trips will be offered to in the following order:
 - a) *Ski Director/ Social Director (for Social Events)*
 - b) *Assistant Ski Director/ Assistant Social Director (for Social events)*
 - c) *Trip Leaders (within two years)*
 - d) *Ski Committee Members*
 - e) *President*
 - f) *Treasurer*
 - g) *Secretary*
 - h) *Social Director*

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- i) Assistant Treasurer*
- j) Vice President*
- k) Membership Director*
- l) Assistant Membership Director*
- m) Technology Director*
- n) Digital Communications Director*
- o) Publicity Director*
- p) Ex Officio*

2. After all Board members have been offered a trip, remaining opportunities will be offered to other Club members at the discretion of the Ski/Social Director.

- a) The Ski Director/Assistant Ski Director have precedence if the trip is to a ski area and the Social Director/Assistant Social Director have precedence if the trip is to other than a ski area.*

III. FINANCIAL

A. Membership Dues

1. Annual membership dues are required for all members of the Club.
2. The Board of Directors will set the rate prior to the beginning of the membership year.

B. Eastern Pennsylvania Ski Council (EPSC) Reciprocity

1. Members of the Eastern Pennsylvania Ski Council may join SJSC ski trips during the regular sign-up period (after Early Bird) by completing a SJSC membership application; this EPSC Reciprocal Affiliate will not be charged a membership fee.

C. Membership Requirements

1. In order to join or renew a membership in the Club, all funds owed to the Club must be paid in full. It is the Treasurer's responsibility to ensure that the Membership Director is aware of anyone with outstanding balances owed to the Club.

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D. Financial Records

1. **Document Retention Policy:**

Document	Storage Requirement	Storage Location	Responsible Person
Insurance Policies / Declaration Pages	8 years	Club's One Drive	President
Membership Applications	Permanent – old Member Apps to be archived / not deleted	Wild Apricot	Membership Director
Signed Contracts	5 years	Club's One Drive	Authorized Signer
Revenue / Expense Statements for each Trip / Event	4 years	Quick Books or Club's One Drive	Treasurer
Receipts for all monies received	4 years	Quick Books or Club's One Drive	Treasurer
Receipts for all expenses	4 years	Quick Books or Club's One Drive	Treasurer
Government Issued Identification – Driver's License, Passports	Destroy by shredding	Hold only until trip returns	Trip Leader
Trip Registration Forms	Permanent – not to be deleted	Wild Apricot	Ski Director
Board Meeting Minutes		Club's One Drive	Secretary
Ski / Social Committee Meeting Minutes	3 years	Club's One Drive	Committee Secretary
Club Correspondence	3 years	Club's One Drive	Secretary
Hold Harmless & Liability Release	3 years after Membership Expiration	Club's One Drive	Membership Director
Tax Returns	7 years	Club's One Drive	Treasurer

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IV. SKI/SOCIAL COMMITTEE COMPOSITION

A. Committee Composition

1. The Committee will be comprised of the following:
 - a) *The Director*
 - b) *The Assistant Director*
 - c) *One to eight committee members*
2. The Director will appoint the Assistant and the committee members subject to approval by the Board of Directors.

B. Committee Responsibilities and Privileges

1. Each committee member is responsible for the following:
 - a) *Attending committee meetings scheduled by the Director.*
 - b) *Attending regularly scheduled membership meetings and assisting the Director at such meetings.*
 - c) *Completing other tasks assigned by the Director.*
2. Each committee member will receive Committee privileges as specified in the Constitution.
3. Eligibility for Committee privileges will be determined by the Director subject to review by the Board of Directors.

V. EVENTS/TRIPS POLICY

Due to the extreme diversity in ski/social trips/events, a uniform policy cannot be established that will apply equally to all activities. The following will serve as guidelines for all ski/social trips/events:

A. Board Approval

1. All ski/social trips/events are subject to review by the Board of Directors. Events and trips shall be discussed and approved by the Board of Directors prior to any contractual commitment.

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2. Specific Board approval is required prior to scheduling any event where the Club must make a deposit of \$501.00 or more. Deposits should be noted as refundable within a specified time/date.

3. Upon request from an event leader, the Treasurer may make a deposit for an already budgeted/approved ski/social trips/event less than \$501.00.

B. Budget

1. For any event requiring Board approval above, the Ski/Social Director will present a budget for the event to the Board for approval. Once approved, the Ski/Social Director will be authorized to expend Club funds within the limits of the approved budget.

C. Membership Requirements

1. Only club members may participate on events/trips, except as specified in Section III (B).

D. Event/Trips Opening

1. Events/Trips will open on a date set by the Ski/Social Committee , and reviewed by the Board

E. Event/Trips Leaders

1. The Ski/Social Committee will be responsible for selecting the Event/Trip Leaders for an event. All Event/Trip leader qualifications shall be reviewed by the Board.

2. Event/Trip Leaders will be responsible for all activities related to the event, including:

a) *Planning all details of the trip other than those arranged by the Ski/Social Committee.*

b) *Advertising for the event.*

c) *Being available at membership meetings and to answer questions, register participants, etc.*

d) *Collecting and depositing funds with Treasurer.*

e) *Preparing financial records.*

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f) Submitting an article describing the event.

F. Deposit

1. A minimum deposit of \$50.00 will be required to reserve a space on an event/trip.

a) If the total cost is less than \$50.00 the deposit is at the discretion of the ski/social committee.

G. Payment Schedule & Cancellation Policy

1. At the time of sign-up, the payment schedule and cancellation policy prepared by the Ski/Social Committee, individualized and published for each event/trip, will be available to each member who participates in the trip. The payment schedule and cancellation policy will vary from trip to trip in accordance with contractual obligations negotiated between the Club and the vendor. It is the member's responsibility to meet the requirements of the payment schedules. Cancellation fees will remain in effect as written at the time of the opening and sign-up until the close of the books for the trip and may not be increased. Cancellation fees may be reduced at the discretion of the Ski/Social Director and the Board of Directors after the trip closes.

2. Each trip requires a single full payment or a specified deposit plus installments. All checks must be made payable to "SOUTH JERSEY SKI CLUB" or "SJSC" and show the name of the trip or event in the memo line. An invalid check subjects the member to payment of check charges.

3. Whenever possible, once a member has been replaced (Replacement: substitution of one member by another member once the trip is full) on a trip and with the authorization of the Ski/Social Director, a refund will be made to the member less the appropriate cancellation fees.

H. Replacement

1. Any member is subject to replacement in the event that payments are two weeks past the due date. In addition, the member shall be subject to the appropriate cancellation fee.

I. Wait List.

1. The Wait List may be used (initially) as an entry point for all trip registrations and is a 'Zero Cost' entry while the trip assignment is being managed to capacity.

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2. Once a trip has reached the maximum number of participants, the waitlist will function as an order of preference for spots that open up on the (now full) trip.
3. Once a member signs onto the wait-list for a Full Trip, they will be invoiced for the required \$50.00 Wait List deposit.
4. If the required deposit is not paid within 48 hours, the Member will be removed from the Wait-List. (Members are encouraged to pay the Wait List invoice online by credit card, with the club absorbing the related credit card fee.)
5. This deposit will be refunded if
 - a) *the member has notified the Event/Trip Leader to remove his or her name from the wait list, or*
 - b) *if there are no openings on the trip when the trip leaves.*
6. If a couple is on the wait list, and one place opens up, the couple may opt to move down on the wait list allowing a single member to take the single place and still receive a full refund of their deposits if two places are not available at the time the trip leaves.

J. Contingencies

1. If an event or trip must be cancelled, every effort will be made to refund the participants. Whenever possible, the club will refund 100% or whatever amount the club can recover from vendors/tour operators. The Club cannot be held responsible for additional costs incurred prior to or during trips due to unforeseen circumstances beyond its control. These costs may include, but are not limited to, surcharges, itinerary changes, exchange rate fluctuations, destination charges, fuel adjustments, added taxes, or layovers required by breakdowns or weather-related delays. The participants on the trip will pay these costs. Trip Insurance is strongly encouraged for participants.

K. Event/Trip Leader Compensation

1. In order to receive any compensation whatsoever, Event/Trip Leaders must pay for the trip in full.
2. All required documentation must be turned in to the Ski/Social Director no later than the close of business of the second membership meeting following the completion of the trip, after which a 25% penalty for every meeting thereafter may be deducted from the Event/Trip Leader's compensation.

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3. Each Event/Trip Leader of any event/trip where there is compensation to the Leader will receive his/her compensation after the following have been completed:

- a) *Completion of the event/trip*
- b) *Submission, acceptance and review by the Ski/Social Director and Treasurer of all financial reports.*
- c) *Submit an electronic article describing the event/trip to Ski/Social Director*

4. Event/Trip Leader compensation:

- a) *2-3 day weekend = \$15*
- b) *5-day extended = \$25*
- c) *7 day extended = \$30*
- d) *10 day extended (European) = \$35*

If there is more than one leader, then the compensation per participant will be split between the individuals.

L. Event/Trip Leader Requirements

1. Each Event/Trip will have one Event/Trip Leader and may have additional Event/Trip Leaders.

2. An Event/Trip Leader should be someone who has run or assisted on a weekend or extended trip, or major social event, or similar experience.

- a) *Any deviation from the Event/Trip Leader requirements requires the approval of the Board.*

3. The President, Treasurer, Membership Chairperson and his/her assistant, Ski/Social Committee Chairpersons and their assistants cannot lead any trip due to their responsibilities at general membership meetings. The Board of Directors may approve an exception.

M. Trip Pricing

1. The base package cost of any individual trip will be shared equally among all participants, and adjusted accordingly for each registrant to reflect any applicable add on cost or discount.

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2. The cost of optional activities will not be built into the base cost of a trip.

a) The Ski/Social Director must approve any deviation from this policy regarding optional activities.

(Definition: optional activities are Event/Trip Leader organized entertainment, such as snowmobiling that add cost onto the price of the trip. These costs are paid directly to the club, if collected in advance, or to the vendor, if paid at the destination. The member may choose to participate in the optional activity.)

3. All payments for optional activities will be treated as any other payment for a trip, a receipt will be given to the member and the money will be turned in to the Treasurer, unless the payment by the member is made directly to the vendor.

4. On occasion, the Club has negotiated with a vendor for the specific purpose of enlarging or expanding a specific event or trip.

a) While the Club makes every effort to negotiate the same package, if this cannot be done, any difference in package pricing, amenities, accommodations, flights, etc. will be the responsibility of those members signing up at the later date. When flight changes occur out of the control of the Club, all efforts will be made to accommodate members for the best possible flight arrangements. These arrangements may not be identical.

b) Should the price be the same and there be differences in package details, the preference for the packages will be offered to participants according to the order in which they signed up.

N. Event/Trip Leader's Responsibility vs. Member's Responsibility

1. It is the Event/Trip Leader's responsibility:

a) to provide and make readily available in plain sight at sign-up and throughout registration for their event/trip, all trip information, i.e. cost of trip, payment schedule, cancellation policy, optional activities, etc.

b) to protect the member's privacy do not publish the full names, addresses, phone numbers and email addresses of the event/trip participants in a public venue, i.e. on a web page, email or similar venue

c) to resolve problems associated with the organization of the event/trip and any planned group event/trip activity, i.e. lodging, lift ticket, or transportation problems, etc.

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d) to bring to the immediate attention of the Ski / Social Director and the Board of Directors, any issue which cannot be successfully resolved by the Trip / Social Leader.

2. It is the member's responsibility:

a) to thoroughly read and comply with all information provided by the Event/Trip Leader regarding each individual trip i.e. cost of trip, payment schedule, cancellation policy, optional activities, etc.

O. Financial Reporting

1. It is the responsibility of the Ski/Social Director to report a recapitulation of revenue and expenses of all events/trips where the club earns or spends more than \$250 to the Board within two Board meetings of the completion of the event/trip.

VI. SOLICITATION

A. There will be no solicitation of non-sanctioned events at any Club function. A member may plan their own trip but cannot advertise it in the Avalanche as a club sponsored trip or distribute literature to the club's members unless it is approved by the Board of Directors.

A Non-sanctioned trip/event is one which has not been approved by the ski/social committee.

A Sanctioned event is one that is planned by the ski/social committee, led by a designated club member, and if there is a fee that is not paid directly to the vendor by the club member, all money is collected and turned into the Treasury.

B. No non-sanctioned event shall be published in the club publications without prior approval of the Board of Directors.

VII. OPERATIONS MANUAL

A. Review

1. The Operations Manual will be reviewed at the Board meeting in May and as needed

B. Revisions and Amendments

1. Every proposed alteration, amendment or addition to the Operations Manual must be submitted in the following manner:

a) Proposal

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(1) A desired change or addition to the Operations Manual shall be proposed to the Board of Directors in writing by any member in good standing

b) Approval

(1) Any change submitted to the Board for consideration may be adopted by two thirds vote of those members of the Board of Directors.

c) Effective Date

2. All approved changes will become effective immediately.

C. Communication of changes

1. When changes are made to the Operations Manual:

a) The next edition of the Avalanche will announce that the Operations Manual has been changed and contain a synopsis of the changes

b) The Operations Manual, posted on the club's web site, will be updated with the changes made by the Board of Directors

VIII. South Jersey Ski Club Bereavement Policy

In order to assure that all members of the club are treated equally at the demise of a family member, a Bereavement Policy is hereby established. This policy will allow for, under the direction of the Board, one official gift will be given representing the club. This will ensure multiple gifts are not given, delineate responsibilities, and eliminate any embarrassment from differences in gift values. All members may still extend their individual expressions of sympathy.

The club treasury will fund all costs associated with carrying out the terms of this policy. The club Secretary (or designee of the Board) shall be responsible for the duties as stated below:

- 1) the sending of a sympathy card to the family from the club
- 2) when applicable, procuring a check from the Treasurer
- 3) mailing the donation, ordering flowers, or similar gift if applicable

Death of a General Member - A non-religious card will be sent to the family with the sentiment "Your Friends at South Jersey Ski Club"

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Death of a Family Member of a current Board member or currently appointed Committee Member - This would be limited to the spouse, parent or child of a current Board member or currently appointed committee member. A non-religious card will be sent to the family with the sentiment "Your Friends at South Jersey Ski Club." The club will make a \$60.00 donation to the charity of choice, flowers, or gift basket according to the family's wish. Delivery charges, taxes, and associated costs will be allowed in addition to the \$60. The gift message card sentiment will read "Your Friends at South Jersey Ski Club"

Death of a Current Board Member or a currently appointed Committee Member - A non-religious card will be sent to the family with the sentiment "Your Friends at South Jersey Ski Club." The club will make a \$100.00 donation to the charity of choice, flowers, or gift basket according to the family's wish. Delivery charges, taxes, and associated costs will be allowed in addition to the \$100. The gift message card sentiment will read "Your Friends at South Jersey Ski Club"

Former Board Member or Long Time Active Member - A motion would be brought to the board regarding any donations.

IX. Operations Manual Revised 01/07/2021